JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
Meeting Date:	**Tuesday, November 15, 2016**
Meeting Time:	**4:30 p.m.**

I. **CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, November 15, 2016 at 4:30 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Jason Gagnon, Mark Geuther, Sarah Greenshields, and Amanda Russell. Matt Severson arrived at 4:44 p.m. Also present were Superintendent Elaine Arbour, Business Administrator Libby Simmons, High School Principal Peter Driscoll, Career Technical Center Director Louise Paradis, Facilities Director Jeffrey White, Clerk of the Works Michael Brooks, PC Construction Vice President Joe Picoraro, PC Construction Project Manager Scott Blair, HMFH Project Manager Tina Stanislaski, and HMFH Project Coordinator Bobby Williams.

II. **CITIZENS' FORUM:** Ken Costello of 4 Page Avenue addressed the committee. Mr. Costello shared that he is a registered landscape architect and would like to recommend that the JBC consider widening the track to accommodate a larger soccer field which would allow for additional leagues to use the field. The committee advised Mr. Costello that he can speak with the architects directly and they will consider any suggestions proposed.

III. **APPROVE MEETING MINUTES FROM NOVEMBER 1, 2016:** Amanda Russell moved, Sarah Greenshields seconded to approve the minutes listed. An oral **VOTE PASSED 5/0.**

IV. **FINANCIAL REPORT:** Ms. Simmons reviewed the report dated 11-11-16.

Ms. Simmons suggested reducing the encumbrance for HMFH's Additional Services: Travel, Postage, Printing from $85,000 to $30,000 to correspond with the number in HMFH's budget presented at the November 1st meeting. Dr. Arbour asked that Ms. Simmons communicate with HMFH to make sure that the number in the school district's budget was not related to the original contract terms. The committee asked that the item be placed on the next agenda once the research was done.

Ms. Simmons shared a new higher level financial report (Attachment A) to be reviewed by the committee. Ms. Greenshields acknowledged that the report was quite helpful and accomplished her goal of having totals to share with the public.

a. **Approve Manifests:**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC046 in the amount of $8,859.00 to R. W. Gillespie & Associates, Inc. for services rendered from 10/01/2016 to 10/31/2016. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC047 in the amount of $961,685.00 to PC Construction Company for services rendered through 10/31/2016. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Jason Gagnon seconded to pay manifest CIPM#DHSCTC048 in the amount of $1,096.00 to Horizon Engineering Associates, LLP for services rendered from 10/01/2016 to 10/28/2016. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC049 in the amount of $186,446.73 to HMFH Architects, Inc. for services rendered through 10/31/2016. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Jason Gagnon seconded to approve PSS #9 (Attachment C) in the amount of $731.05 to HMFH Architects, Inc. for the additional services that Mr. Pemstein provided prior to the hiring of the Clerk of the Works. A roll call **VOTE PASSED 5/0.**

V. **CLERK OF THE WORKS REPORT (Attachment D & E):** Mr. Brooks reviewed his weekly site reports dated Nov. 4 and 11, 2016.

VI. **CONSTRUCTION SCHEDULE UPDATE:** Mr. Blair reviewed the Monthly Construction Report No. 2 (Attachment F).

Mr. Severson arrived at 5:08 p.m.

VII. **DISCUSS AND REVIEW GMP (Attachment G):** Mr. Blair shared that all items have been reviewed with HMFH. He pointed out changes made since the November 1st version, which include adding back in the climbing wall and a deduction for the change from automatic flushing toilets to manual flushing.

Mr. Williams presented the new drawings outlining where operable windows have been removed. Discussion ensued. The committee decided they would like to see a proposal further reducing the operable window count by removing windows from all classrooms and only including them in Administrative offices, including guidance and the nurse, and conference rooms in order to improve the performance and efficiency of the HVAC system.

Sarah Greenshields moved, Amanda Russell seconded to approve the GMP dated November 15, 2016 in the amount of $71,643,000 as presented. A roll call **VOTE PASSED 6/0.**

VIII. **APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS:**

a. BP 07.2 Roofing and Flashing: Amanda Russell moved, Matt Severson seconded to award the bid for Roofing and Flashing to Stanley Roofing Company, Inc. in the amount of $1,770,000. A roll call **VOTE PASSED 6/0.**

b. BP 09.1 Metal Framing and Drywall: Matt Severson moved, Jason Gagnon seconded to award the bid for Metal Framing and Drywall to Metro Walls, Inc. in the amount of $5,550,000. A roll call **VOTE PASSED 6/0.**

c. BP 23.1 Plumbing: Sarah Greenshields moved, Amanda Russell seconded to award the bid for Plumbing to Armand E. Lemire Co., Inc., in the amount of $2,490,000. A roll call **VOTE PASSED 5/1 (Mr. Geuther opposed).**

d. BP 26.1 Electrical, Telecommunication and Security Systems: Amanda Russell moved, Jason Gagnon seconded to award the bid for Electrical, Telecommunication and Security Systems to Wayne J. Griffin Electric, Inc. in the amount of $6,734,800. A roll call **VOTE PASSED 5/0.** Ms. Greenshields recused herself because her husband is employed by one of the bidders**.**

IX. **DISCUSS TRACK AND FIELD:** Mr. Driscoll mentioned that most fields have a width of around 180' and that the size referenced by Mr. Costello is on the large side.

X. **DISCUSS FUNDRAISING:** Ms. Russell wondered about setting up some type of foundation or fund for donations. She said that she would work with the city and business office to understand what options might be available.

XI. **REVIEW FUTURE MEETING SCHEDULE:** Meetings are scheduled for 11/29 and 12/13.

XII. **MATTERS OF INTEREST:**

XIII. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:**

- **a.** Ms. Simmons will speak to HMFH re: Additional Services encumbrance
- **b.** HMFH will create new proposal for operable window placement
- **c.** Ms. Russell will research building foundation or fund creation

XIV. **ADJOURNMENT:** Sarah Greenshields moved / Amanda Russell seconded to adjourn the JBC meeting at 6:29 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Henerberry
Melissa Henerberry, Recording Secretary